



**Monroe County Growth Management Division - Building Department**  
**PRIVATE PROVIDER INFORMATION**  
**For OWNER AND CONTRACTOR**

Effective 9/1/2011

In 2002 House Bill 1307 became law to allow a building owner to hire a private service ("provider") to provide plans review and/or inspection services. The "provider" can review the construction documents and certify them as being in compliance with the applicable building codes. In addition, the "provider" could perform code inspections during the construction of the building. The primary purpose for this alternate plan review and/or inspection process was to expedite the permitting and inspection process.

**Permit Application Submission Procedures where Private Provider Services Employed:**

- Private Provider must be registered with Contractor Licensing in the Building Department
- Building Permit Application Requirements:
  - a. Building Permit Application, noting Private Provider services (Plan Review and/or Inspections)
  - b. Required Monroe County form "Notice to Building Official of Use of Private Provider"
  - c. Provide "Plan Review Executed Affidavit" by Private Provider (if plan review services were performed)
  - d. Three (3) sets of plans with all required outside agency approvals.  
The following outside approvals may be required:
    - i. U.S. Fish & Wildlife
    - ii. Florida Keys Electric Co-op
    - iii. Florida Keys Aqueduct Authority (for Commercial only; not applicable for Residential)
    - iv. Health Department (HRS) or wastewater treatment provider
    - v. Department of Environmental Protection
    - vi. Army Corps of Engineers
  - e. Non-refundable administrative fee of \$125.00
  - f. Building Permit Application fee according to Fee Schedule
- If all items listed above are complete and verified the application will be assign a building permit number and a receipt for payment will be issued.
- Plan Review will be performed by the following departments as required: Planning and Environmental Resources, Fire Marshal, County Engineer, Floodplain Management (FEMA).
- If Private Provider is performing plan review and all approvals have been issued by the appropriate departments listed above the building department will review for permit fee determination specific to the job, in accordance with FS 553.791(7)(a). When Private Provider is performing only inspection services, the Building department will perform plan review and determine permit fees, in accordance with FS 553.791(7)(a).
- The contractor's contractual or legal obligations are not relieved by any action of the "private provider".

**Adding Private Provider Services Employed After Permit Issuance:**

- Private Provider must be registered with Contractor Licensing in the Building Department
- Submit the "Notice to Building Official of Use of Private Provider" indicating inspection services will be provided
- Pay Private Provider Administration Fee
- If all items listed above are complete and verified the permit will be reissued

**PERMITTING TIME FRAME ACKNOWLEDGMENT**

I am applying for a Monroe County building permit under the "Private Provider" section FS 553.791(7)(a)-(d).

I understand that my complete application package will be submitted at the building department along with a non-refundable administration fee. At that time, my application will receive a tracking number so that plan review can be performed by Planning, Environmental Resources, Floodplain Management, Fire Marshal and County Engineer as applicable. Upon approval of the LDR Compliance Review, this application will be submitted to the Building Department for review. At this time, I further understand that under the Florida Building Code the Building Department has thirty (30) days to complete their review and issue the requested permit.

Date\_\_\_\_\_ Print Name\_\_\_\_\_

Acknowledged\_\_\_\_\_  
(Signature)



## Monroe County Growth Management Division - Building Department

### PRIVATE PROVIDER INFORMATION REQUIREMENTS

Effective 9/1/2011

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#### How to Become a Private Provider:

Before being able to serve as Private Provider on a permit, the agent must:

- ☐ Register with Contractor Licensing with Building Department. This should be done at a separate time/visit before submitting the first building permit application to which Private Provider services will be provided.
- ☐ Have License as:
  - o an engineer under Chapter 471 or
  - o as an architect under Chapter 481 or
  - o a standard certificate under part XII of Chapter 468 (act only on additions and alterations that are limited to 1,000 S.F. or less to residential buildings)

#### Private Provider Responsibilities for Permitting Plan Review:

- ☐ A "private provider" performing plans review shall review construction plans to determine compliance with the applicable codes.
- ☐ Upon determining that the plans reviewed comply with these codes, the "private provider" shall provide a Plan Review Executed Affidavit attached to each plan set.

Note: The Building Official may require, at his or her discretion, the private provider to be used for both services pursuant to Section 553.791(2) Florida Statute.

#### Private Provider Responsibilities for Permitting Inspections:

*A "private provider" may not provide building code inspection services upon any building designed or constructed by the "private provider" or the private provider's firm.*

- ☐ A "private provider" performing required inspections shall provide notice to the local Building Official of the date and approximate time of any such inspection, no later than 7:00 am on the day of the intended inspection.
- ☐ Method of inspection notification will be calling the appropriate Inspection Line number as listed on the permit card and indicate that this is a "Private Provider" inspection OR Emailing [lowerkeysinspections@monroecounty-fl.gov](mailto:lowerkeysinspections@monroecounty-fl.gov) or [upperkeysinspections@monroecounty-fl.gov](mailto:upperkeysinspections@monroecounty-fl.gov)
- ☐ Upon completing an inspection:
  - ☐ The "private provider" shall, before leaving the project site, post inspection record indicating pass or fail. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required
  - ☐ The "private provider" shall provide the record to the local Building Official within two (2) business days, using the county "Private Provider Inspection Report" form. The original certified inspection must be hand delivered, mailed, or electronically delivered via Email; faxes are not acceptable.
- ☐ Records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local building official (FS s. 553.791).
- ☐ Upon completion of all required inspections, the "private provider" shall prepare the required Monroe County "Certificate of Inspection(s)/Compliance" form, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that the building construction inspected complies with the approved plans and applicable codes.

#### NOTE:

- The local Building Official may visit the building site as often as necessary to verify that the "private provider" is performing all required inspections.
- The "private provider" shall be permitted to send a duly authorized representative to the building site to perform the required inspections, provided all required reports and certifications are prepared by and bear the signature of the "private provider".
- The contractor's contractual or legal obligations are not relieved by any action of the "private provider".
- The "private provider" shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.
- Private Providers violating licensing laws may be reported by the Building Official to the Building Code Administrators and Inspectors Board.



**Monroe County Growth Management Division - Building Department**  
**PRIVATE PROVIDER INFORMATION**  
**Building Department Permitting Time Frame Information**

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- No more than (30) business days after receipt of review approvals\*, the local Building Official shall issue the requested permit, or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections.

*\*NOTE: A completed application must include required approvals from all outside agencies when applicable (i.e. U.S. Fish & Wildlife, Army Corps, Dept. of Environmental Protection), as well as Compliance Review approval from County Engineer, Fire Marshal, Floodplain Management, Planning and Environmental Resources as required.*

- If the local Building Official does not provide a written notice of the plan deficiencies within 30 days, the permit application shall be deemed approved and the permit shall be issued on the next business day.
- If the local Building Official provides a written notice of plan deficiencies within the 30-day period, that 30-day period shall be tolled pending resolution of the matter.
- If the permit applicant submits corrected plans, the local Building Official has the remainder of the tolled 30-day period plus five (5) business days to issue the requested permit or to provide a second written notice identifying plan features that remain in noncompliance with the applicable codes.
- Upon receipt of all approvals, the permit will be reviewed and priced and the applicant will be notified that the permit is ready to be issued. All contractor and subcontractor information must be provided to the building department and all fees paid, prior to the issuance of the permit.



**Monroe County Growth Management Division**  
**Building Department**  
**Notice to the Building Official of Use of Private Provider**  
**(Required Two Page Form)**

Effective 9/1/2011

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Permit # \_\_\_\_\_ Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site RE #: \_\_\_\_\_

Owner Name : \_\_\_\_\_

Contractor: \_\_\_\_\_

Services to be provided: ☐ Plans Review Only ☐ Inspections Only ☐ Both

*Note: If the notice applies to either private plan review and/or private inspection services the Building Official may require, at his or her discretion, the private provider to be used for both services pursuant to Section 553.791(2) Florida Statute.*

I \_\_\_\_\_, the fee owner,  
affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Florida License, Registration or Certificate #: \_\_\_\_\_

## Notice To The Building Official Of Use Of Private Provider – Owner Affidavit

I, the fee owner, have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes.

- I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application.
- The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected.
- I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.
- I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes.
- If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes.
- **The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire, engineering, land use, environmental, flood or other codes.**

<b>INDIVIDUAL</b>  <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> (Signature) Print Name: _____  Address: _____ _____  Telephone No.: _____	<b>CORPORATION</b>  <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> (Print Corporation Name)  By: _____ (Signature) Print Name: _____ Its: _____ Address: _____ _____  Telephone No. _____	<b>PARTNERSHIP</b>  <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> (Print Partnership Name)  By: _____ (Signature) Print Name: _____ Its: _____ Address: _____ _____  Telephone No.: _____
<b>STATE OF _____ COUNTY OF _____</b> <i>Please use appropriate notary section below:</i>		
Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.	Before me, this _____ day of _____, 20____ personally appeared _____ of _____, a _____ <b>corporation</b> , on behalf of the state corporation, who executed the foregoing instrument, acknowledged before me that same executed for the purposes therein expressed.	Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a <b>partnership</b> , who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

☐ Personally known; or 
 ☐ Produced identification 
 Type of identification produced: \_\_\_\_\_

Signature of Notary \_\_\_\_\_ Print Name \_\_\_\_\_ My commission expires: \_\_\_\_\_

Notary Public: NOTARY STAMP



# Monroe County Growth Management Division Building Department PRIVATE PROVIDER INSPECTION REPORT

Effective 9/1/2011

At the completion of each inspection the private provider shall:

- Post each completed inspection record on the Permit Card posted on site, indicating pass or fail.
- The "private provider shall also provide the record on this form to the local building official within two (2) business days. The original certified inspection must be hand delivered, mailed, or electronically delivered via Email; faxes are not acceptable.

These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required.

**Permit #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Site Address** \_\_\_\_\_

**Site RE #:** \_\_\_\_\_

**Owner Name** \_\_\_\_\_

**Private Provider** \_\_\_\_\_

**Contractor** \_\_\_\_\_

**Inspection Code** \_\_\_\_\_ **Inspection Date** \_\_\_\_\_

**Type of Inspection** \_\_\_\_\_

**Inspection Result:**

☐ **Passed**    ☐ **Failed**    ☐ **Incomplete**    ☐ **Cancelled**

I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the applicable codes.

**By:** \_\_\_\_\_  
(Print Name)

**SEAL**

**Certified** \_\_\_\_\_  
(Signature)

## MOROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT INSPECTION CODE LIST

DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE
A/C DUCTWORK	MC04	FINAL - LID - CISTERN	PL-CI99	PARKING LOT PAVING	BL16	SET BACK	BL04
A/C ELECTRIC	EL17	FINAL - SEAWALL/DOCK	BL89	PATIO ROOF	BL47-P	SEWER CONNECTION	PL04
ADDITION	BL29	FINAL A/C	MC99	PILE CAPS	BL57	SHED	BL55
AUGER CAPS	BL83	FINAL BUILDING	BL99	PILING/ PILE CAPS	BL01	SIDEWALK	BL14
AUGER TIE BACK-SEAWALL/DOCK	BL59	FINAL DUCTWORK	MC03	PLUMBING SLAB	BL63	SIGN BUILDING	BL78
AUGERS	BL24	FINAL ELECTRIC	EL99	PLUMBING VIOLATION	PL15	SIGN ELECTRIC	EL14
AUGERS - STAIRS	BL65	FINAL EXTERIOR	FX99	POOL	BL17	SITE INSPECTION	BL74
AUGERS-RETAINER WALLS	BL67	FINAL LPG	GAS99	POOL ALARMS FINAL	EL99-A	SLAB - SECOND FLOOR	PL08
AWNINGS	BL47	FINAL PLUMB & A/C	PL14	POOL AUGER/PILE CAPS/PILING	BL24-P	SLAB - STEEL	BL40
B/C ELECTRIC	ELECTRIC	FINAL PLUMBING	PL99	POOL ENCLOSURE	PL18	SLAB - THIRD FLOOR	PL09
BEAM	BL42	FINAL ROOF	FR99	POOL FINAL BUILDING	BL99-P	SLAB/WOOD FLOOR	BL05
BOAT DAVITS	BL35	FIRE PROTECTION	BL09	POOL FINAL ELECTRIC	EL99-P	SOIL COMP	BL03
CEILING	EC03	FIRE RETARDANT	RETARDANT	POOL FINAL PLUMBING	PL99-P	SPALLING REPAIR	BL90
CISTERN - LID	CI99	FIRE SPRINKLER FINAL	PL99-F	POOL FOUNDATION	BL02-P	SPRINKLER-IRRIGATION	PL05
CISTERN BASE	BL32	FIRE SPRINKLER ROUGH	PL01-F	POOL GROUNDING	EL15	STAIRS	BL27
CISTERN FINAL	BL99-C	FLOOR BEAM	BL43	POOL PLUMBING	PL06	STAIRS - BEAMS	BL66
CISTERN PLUMBING	PL99-C	FOOTINGS - SEAWALL/DOCK	BL60	POOL ROUGH ELECTRIC	EL06	STAIRS (2ND FLOOR)	BL66-2
CISTERN SLAB	BL33	FOUNDATION	BL02	POOL-WALL STEEL	BL44	STAIRS (3ND FLOOR)	BL66-3
CISTERN TOP	BL34	FRAMING	BL11	PORCH	BL28	STEEL	BL45
CISTERN WALL	BL31	FRAMING FOR FIRE PROOFING	BL11X	RAILINGS	BL93	STEEL FOR ELEVATOR PIT	BL82
COLUMN	BL92	FREON LINES	MC05	RAMPL BEAM	BL53	STEEL-AUGER	BL30
COLUMNS/TIE BEAM	BL06	GAS PIPING	PL10	RESIDENTIAL SERVICE	EL12	STEEL-COLUMN	BL37
COLUMNS/TIE BEAM 2ND FLOOR	BL06-2	GAS TANKS	PL11	RETAINING WALL	BL38	STEEL-DOCK/SEAWALL SLAB	BL69
COLUMNS/TIE BEAM 3RD FLOOR	BL06-3	GRADE BEAM/SLAB	BL25	RETAINING WALL	BL56-R	STRAPPINGG	BL49
COMPRESSOR	MC08	GRADE BEAM-RETAINER WALLS	BL68	RETURN AIR	MC06	STRUCTURAL BEAM	BL51
DAVIT BASES	BL52	GRILL OUTLET	MC07	ROOF	BL50	SUB FEEDS	EL02
DECK	BL46SD	GROUND ROUGH - PLUMBING	PL87	ROOF MITIGATION	R-MIT	SUB GRADE	PD01
DECK - SEAWALL DOCK	BL88	GROUND ROUGH PLUMBING	BL87	ROOF SHEATHING ONLY NO TRUSSES	BL08R	TEMP TO PERM POWER	EL30
DECK/FLOORING	BL46	GROUND SLAB	BL61	ROOF SLAB	BL58	TEMPORARY POLE	EL01
DEMO ELECTRIC	EL24	GROUND SLAB	PL07	ROOF TRUSSES ONLY INSPECTION	BL08T	TERMITE TREATMENT	TT
DEMOLITION	BL91	GROUNDING ELECT	EL15-G	ROOF TRUSSES/SHEATHING	BL08	TIE BEAM	BL07
DEMOLITION-UTILITY	BL91-U	GROUNDING UFER/FND	EL15-FG	ROOFING (IN PROCESS)	BL85	TIN CAP	BL10
DOCK	BL20	HANDICAP	BL22	ROUGH A/C	MC01	TIN TAB	BL75
DOCK FRAMING (JOIST/STRINGERS)	BL11-SD	HURRICANE SHUTTER PLAN ON FILE	HSP	ROUGH ELECTRIC - FIRE PROOFING	EL04-FP	TRAILER TIEDOWN	BL26
DOCK WIRING	EL16	HURRICANE SHUTTERS	BL-HS	ROUGH ELECTRIC - TOTAL	EL04	TRUSS PLANS APPROVED ON FILE	TRUSS PL
DRIVEWAY	BL15	ILLUMINATION	EC04	ROUGH LPG	GAS01	UNDERGROUND ELECT	EL09
DRYWALL	BL12	IMPACT WINDOWS	BL-IMPACT	ROUGH PLUMB & A/C	PL13	UNDERGROUND UTILITIES	PL31
ELEC COLUMNS	EL11	INSULATION	BL23-I	ROUGH PLUMBING - TOTAL	PL01	UPGRADE SERVICE	EL10
ELECTRIC VIOLATION	EL13	INSULATION - ONLY	BL84	ROUGH PLUMBING SECOND	PL02	UPPER TIE BEAM	BL64
ELECTRICAL - SLAB ROUGH	EL03	INSULATION/DRYWALL	BL23	SCREEN ENCLOSURE	BL28-S	VAPOR BARRIER	BL73
ELECTRICAL FINAL	EFINAL	LATH	BL13	SEALWALL/DOCK ROUGH PLUMBING	PL01-SD	VAULT STEEL - BASE	BL71
ELECTRICAL SERVICE	EL05	LATTICE	BL41	SEAWALL	BL21	VAULT STEEL - LID	BL72
ELECT-SLAB ROUGH 2ND FLOOR	EL03-2	LOW VOLTAGE	EL18	SEAWALL	BL56-S	VAULT STEEL - WALLS	BL70
ELEVATED SLAB	BL62	METER ROOM	EL07	SEAWALL FOOTER	BL39	VENT PIPING	PL12
ELEVATOR FINAL	EV99	MISC FANS/HOODS ETC	MC09	SEAWALL/DOCK AUGER/PILING	BL24-SD	WALL	BL56
ELEVATOR PIT	BL81	MODULAR TIEDOWN	BL26-MOD	SEAWALL/DOCK FINAL BUILDING	BL99-SD	WALL SHEATHING ONLY	BL08W
ELEVATOR ROUGH	EV01	NAILING	BL76	SEAWALL/DOCK FINAL ELECTRIC	EL99-SD	WALL-CANTILEVER - SEAWALL/DOCK	BL54
FENCE	BL19	NO A/C	MC02	SEAWALL/DOCK FINAL PLUMBING	PL99-SD	WALLS	EC02
				SEAWALL/DOCK ROUGH ELECTRIC	EL04-SD	WATERLINE	PL16
				SEPTIC TANK	PL03	WINDOWS	BL48
						WIRING	EL08

